Step A: Create a Proposal in RazorGrant

If you are submitting a proposal through the Research and Sponsored Programs Office, you will need to create a RazorGrant proposal document. The following pages will walk you through the RazorGrant proposal creation process.

- ✓ FIRST: Log into RazorGrant at https://razorgrant.uark.edu – you should see your name here
  (If you are experiencing difficulty logging in with IE, try using Google Chrome or Firefox)

1. Navigate to the Researcher tab
2. Select "Create Proposal" – this will open the Proposal Document

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1. Use this field to write a short name that describes the purpose of the document
2. Complete each field. Since these fields are required to save the document, use TBD in Project Title if currently unknown and use Sponsor Code 100085 if you cannot locate your Sponsor. Popular Sponsor Codes: NIH = 000340. NSF = 000500.
3. Enter the last date that Sponsor will accept this proposal.
4. *Complete only when applicable. Example, if UoA is a subaward to UAMS who is submitting proposal to NSF, then NSF is entered here. UAMS is entered as "Sponsor Code" in Step 2 above. Not all proposals have a Prime Sponsor.*
5. *You must save in order for the Proposal Document to become permanent. Saving takes ⏱60 seconds since it is building the routing flow.*
6. *Make a note of your DN (email this number to your Grants Specialist.)*
   Go to Step B